**Paragraph - Paragraph Ribbon Tools**

|  |  |
| --- | --- |
| 1. Left Align the following sentence.  Mr. Combs lives in West Des Moines. |  |
| 2. Right Align the following sentence.  Mr. Combs likes to golf. |  |
| 3. Center Align the following sentence.  Mr. Combs likes to cook. |  |
| 4. Justify the following sentence.  The Super Bowl this year was in Indianapolis, Indiana. |  |
| 5. Change the Line Spacing of the following paragraph to 2.0.  To prepare for my student teaching experience I spent 40 hours at Indianola High School and 40 hours at Lincoln South High School. |  |
| 6. Change the Shading of this box to green. |  |
| 7. Add Bullets to the following grocery list.  Milk  Eggs  Bread  Peanut Butter  Apples |  |
| 8. Add Numbering to the following shopping list.  Golf Balls  Towel  Tees  Shoe Spikes |  |
| 9. Increase Indent for the following sentence.  How much wood could a wood chuck chuck, if a wood chuck could chuck wood? |  |
| 10. Decrease Indent for the following short paragraph.  What do you ring when you get to Peter Pan’s house? The answer is Tinker Bell. |  |

**Paragraph Tools** 

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| 4. Justify the following sentence.  The Super Bowl this year was in Indianapolis, Indiana. |  |
| 5. Change the Line Spacing of the following paragraph to 2.0.  To prepare for my student teaching experience I spent 40 hours at Indianola High School and 40 hours at Lincoln South High School. |  |
| 6. Special Indent the First Line of following sentence .20  Bubba Watson won the 2012 Masters tournament on the second playoff hole. |  |
| 7. Borders and Shading  Open Page Border Document from the Wikispace.  Open a new word document and select the Borders and Shading Tool, and then at the bottom of the list select Borders and Shading.  Then you will select the Page Borders tab at the top.  Within Page Borders, we will select the:  1. Setting 2. Style 3. Width 4. Color 5. Art 6. Preview Pane | |
| 8. Borders and Shading  In the same document, we will be applying Shading to the paragraphs.  Highlight all the paragraphs on the page.  In the list under Borders and Shading Tool, and selecting Borders and Shading we will then select Shading tab.  We will select the color Yellow and apply it to the paragraph. | |

**Paragraph Practice**

Guidelines for the following article

1. Change the Line Spacing to 1.5.

2. Change the First Line Indent of each paragraph to .25

3. **Right Align** the first paragraph.

4. **Left Align** the second paragraph.

5. **Center Align** the third paragraph.

6. **Justify** the fourth paragraph.

7. **Shade** the title of the article Yellow and Center Align.

8. To help identify the lists in the article, add **Line Number** formatting to the first list. Then add **Bullets** to the second list.

9. Once Line Numbers and Bullets have been completed, you need to add **Borders and Shading**. Highlight the text and add a Page Border with:

1. Box

2. Solid Style

3. Black

4. 1 ½ Width

5. Apply to **This Section**

10. Add a Border to the Article Title.

**1. Shadow 2. Dashed 3. 1 ½ Width 4. Blue 5. Apply to Text**

10. Then, add **Orange Shading** to the 4 paragraphs.

11. Print off **JUST p. 3 &4** and hand in.

The First Tee Program of Greater Des Moines

The First Tee Program of Des Moines focuses on reaching children from grades 6-12 that would otherwise have limited or no exposure to the game of golf. Participants that enroll in an eight week program are grouped by age and experience level. Golf equipment (starters set of clubs and bag) is provided and “scholarships” are available to cover program costs.

During the program participants will learn about the game of golf and receive lessons from their First Tee Coach or PGA Professionals. These lessons involve:

Putting, Short Game, Full Swing, Rules and Etiquette

In addition to learning about golf The First Tee is unique from other junior golf programs in that young people participate in The First Tee Life Skills Experience. The Life Skills Experience helps young people discover that the skills and values essential to success on the golf course can be applied to success in their own lives. The skills and values that participants learn include:

The First Tee Nine Core Values, Self-Management, Interpersonal communication, Goal Setting, Mentoring, Conflict Resolution

With your support, The First Tee of Greater Des Moines can accomplish its goal of impacting the lives of young people by providing learning facilities and educational programs that promote character development and life enhancing values through the game of golf.